

IV. RECORDS RETENTION SCHEDULE

STATE BANK COMMISSIONER  
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-14

This Schedule Lists Only Those Records  
Created and Used by the  
State Bank Commissioner

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO. 612-14PAGE  
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

State Bank Commissioner

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>CHARTERS, AMENDMENTS, AND BY-LAWS:</u>  These basic legal documents (filed alphabetically by company name) are necessary to satisfy legal requirements.	Retain permanently.
2	<u>FINANCIAL RECORDS OF INSTITUTIONS IN RECEIVERSHIP:</u>  Whenever the capital stock of an institution is reduced by impairment, and such impairment is not made good as prescribed by law, the Bank Commissioner may take possession and retain possession until it resumes business or is placed in final liquidation. In accordance with this responsibility, various financial records of trusts, receipts and disbursement books and other records have accumulated for those taken in receivership.	Retain permanently.
3	<u>OPINIONS OF THE ATTORNEY GENERAL:</u>  Official interpretations of law as it pertains to the administration of the powers and responsibilities of the Bank Commissioner.	Retain until superseded, or rescinded, then destroy.
4	<u>AFFILIATE FILE:</u>  Folders established for non-bank affiliates of banking institutions containing correspondence, Audit Reports, Resolution Certificates, FDIC Proposals and Reports, Application Forms, Bank Regulations Board Orders, Affiliation Plans, Articles of Transfer, copies of Statement of Examination Fee, etc.	Retain the following materials while affiliate is under the regulation of this office and for three (3) years thereafter, then destroy:

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Item No.	Description	Retention
		<p>a. applications for affiliation. b. orders approval affiliations. c. resolution certificates. d. affiliation plans.</p> <p>Periodically purge file of remaining materials five (5) years old or older.</p>
5	<p><u>PERIODIC EXAMINATION FILES</u> (Completed):</p> <p>State Banks, Trust Companies, Mutual Savings Banks, Credit Unions, and Secondary Mortgagors: This file is the result of the Bank Commissioner's legal requirement to examine each banking institution in the state, other than national banks, at least twice every eighteen months and represent a detailed picture of the financial status of these institutions. Filed by an assigned number for which an index is maintained, the first two digits represent the fiscal year while the remainder signify that number examination performed. All or some of the below listed documents are found in each examination file:</p> <ul style="list-style-type: none"> <li>a. Examiners Reports</li> <li>b. Confidential Reports</li> <li>c. Recommendations</li> <li>d. Remarks and Conclusions</li> <li>e. Correspondence</li> <li>f. Questionnaires</li> <li>g. Reports of Meetings</li> <li>h. Lists of Officers</li> <li>i. Reconciliations and Analyses</li> <li>j. Investment Schedules</li> </ul> <p>Examinations for banks displaying recurring problems are filed separately.</p>	<p>Retain in office for five (5) years after examination. Transfer to records center for retention five (5) additional years, then destroy.</p>

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6	<p><u>INDEX TO PERIODIC EXAMINATIONS FILE:</u></p> <p>These 5" x 8" cards arranged alphabetically by institution name list the file numbers, dates of examination and names of examiners. When filled, the card is placed in an inactive file.</p>	Retain for ten (10) years after last entry is made or until the next filled card replaces it, then destroy.
7	<p><u>NEW BANKS:</u></p> <p>Contains all documentation received in the process of establishing new banks and includes correspondence, minutes of banks, proposed committees, operating policies, Statement of Examination Fee, lists of bank employees and their salaries.</p>	Retain for ten (10) years after opening of bank, then destroy.
8	<p><u>REPORTS OF EARNINGS AND DIVIDENDS:</u></p> <p>A semi-annual report submitted by State Banks and Trust Companies representing a balance sheet or financial status of each. (Consolidated Report of Condition - Form 64-Revised Dec. 1971).</p>	Retain for ten (10) years, then destroy.
9	<p><u>COMMON TRUST FUNDS:</u></p> <p>As required by Section 62 (5)(g) of Article 11 of the Annotated Code, banking institutions must submit detailed plans for Common Trust Funds. Also filed here are correspondence and annual reports.</p>	Retain while trust fund is in existence, and for three (3) years after dissolution, then destroy.
10	<p><u>MERGERS:</u></p> <p>Folders containing all documents required from combining institutions which includes:</p> <ul style="list-style-type: none"><li>a. Certificates of Merger</li><li>b. Merger Agreements</li><li>c. Approvals of Merger</li><li>d. Correspondence</li><li>e. Notices of Meeting of Stockholders</li><li>f. Certificates of Publication</li><li>g. Certified Copies of Resolution of Stockholder</li><li>h. Newspaper Clippings</li></ul>	Retain for ten (10) years after completion of merger, then destroy.

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Item No.	Description	Retention
11	<p><u>DIRECTORS OATHS:</u></p> <p>Lists of Directors and Officers (Form LD-7) along with signed and notarized Oaths of Directors are filed here chronologically by year then alphabetically by bank name.</p>	<p>Retain for three (3) years, then destroy.</p>
12	<p><u>VERIFICATIONS:</u></p> <p>Folder documents secured by rubber bands filed chronologically by year and including all or some of the below listed documents:</p> <ul style="list-style-type: none"><li>a. Record of Verifications Forwarded</li><li>b. Correspondence</li><li>c. Form 35 - Information pertaining to U.S. Savings Bonds submitted by banks</li><li>d. Form V-36 - Standard letter to banks requesting verification of certain data</li><li>e. Form VDT-37 - Request for information</li><li>f. Lists of securities submitted by banks</li><li>g. Copies of Bank Reconciliation Statements</li><li>h. Examiners Reconcilement Sheets and Transcripts of Account</li><li>i. Adding Machine Tapes</li></ul>	<p>Retain for three (3) years after examination to which verification applies and then destroy.</p>
13	<p><u>COMPLAINTS FILE:</u></p> <p>Correspondence dealing with complaints against all financial institutions under jurisdiction of the Bank Commissioner filed chronologically by year then by type of institution.</p>	<p>Retain for three (3) years after final settlement, then destroy.</p>
14	<p><u>STOCKHOLDER LISTS:</u></p> <p>Mainly IBM printouts including register tapes. This information includes lists of stockholders, their residences, and the amount of stock held by each stockholder at the end of each calendar year.</p>	<p>Retain for three (3) years, then destroy.</p>

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Item No.	Description	Retention
15	<p><u>Application/Cancellation File (Mortgage Brokers/Bankers and Secondary Mortgagers:</u></p> <p>Under State law, the above must secure a license and register by paying an annual charge to the Bank Commissioner. Folders established for each financial institution contain all or some of the below listed documents:</p> <ul style="list-style-type: none"><li>a. Applications for Registration Forms - Notarized</li><li>b. License Copies</li><li>c. Surety Bonds</li><li>d. Correspondence</li><li>e. Articles of Incorporation and Amendments</li><li>f. Lists of Partners</li><li>g. By-Laws and Annual Reports</li><li>h. Personal Statements of Finances</li><li>i. Certifications of Publication</li></ul> <p>An index is maintained on 5" x 8" cards which list the license number and dates of examinations.</p>	<p>Retain for ten (10) years after final renewal, then destroy.</p>
16	<p><u>Mortgage and Security Cards:</u></p> <p>5" x 8" forms filed by city or county, then by bank name and type of loan. They represent all loans and security holdings of banks at time of inspection by Bank Examiners.</p>	<p>Retain for five (5) years after placement in inactive file, then destroy.</p>

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17	<p><u>BANK BRANCH FILE:</u></p> <p>Folders are established for banks awaiting approval of the Bank Commissioner to open new branch offices. Each folder includes Reports of Investigation, Applications to Establish a Branch, Economic Surveys, Maps, Financial Statements and correspondence. When permission is given, the folder is pulled and placed in either the city or county approved sections.</p>	<p>Retain for ten (10) years after opening of bank or rejection of branch application, then destroy.</p>
18	<p><u>CURRENCY EXCHANGE MASTER INDEX CARDS:</u></p> <p>3" x 5" cards listing the names of principal licensees, address, business of principal (whether corporation, association or partnership), list of officers, license number, type of bond furnished and number of certified agents. Filed with each principal licensee card are cards for all agents of the licensee. Information included is the name of agent, address, business, principal's license number and date of last licensing. Arranged alphabetically by principal licensee with the agents cards alphabetized within each group. A copy of the card is also filed alphabetically by company name in either a current or closed section.</p>	<p>Retain cancelled principal licensee cards for ten (10) years, then destroy.</p> <p>Retain cancelled agents' cards for five (5) years, then destroy.</p>
19	<p><u>CORRESPONDENCE - FINANCIAL INSTITUTIONS:</u></p> <p>Filed in two sections. The first covering credit unions, second mortgages, mortgage bankers and brokers and I.F.C.'s is arranged by subject then alphabetically by company name. The other section containing bank correspondence is arranged alphabetically by name of town, city or locality and includes all correspondence concerning bank affairs, changes, relocations, examinations, and results arising from such.</p>	<p>Retain for five (5) years after creation or receipt, then destroy.</p>
20	<p><u>CORRESPONDENCE - General and Miscellaneous:</u></p> <p>Correspondence with Federal and State agencies, private groups, organizations and the public are filed here alphabetically by subject.</p>	<p>Retain for five (5) years after creation or receipt, then destroy.</p>

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21	<p><u>OLD SMALL LOAN COMPANY INDEX CARDS:</u></p> <p>These 5" x 8" cards are alphabetically arranged by company name list:</p> <ul style="list-style-type: none"><li>a. License number</li><li>b. Type of business</li><li>c. Where incorporated</li><li>d. Officers</li><li>e. Date of original license</li><li>f. Date of licensing</li></ul> <p>Smaller cards are attached containing examination dates and names of examiners.</p>	<p>Records series discontinued.</p> <p>Destroy present accumulation.</p>